

Friends of St Mary's Church, Brook

The main purpose for the Friends is to make the church ready and welcome for people coming to services. This is both for normally scheduled services on the two Sundays a month, but also for any special services, including weddings and funerals.

Principal tasks for the relevant rota holder:

Before Services (45 minutes beforehand – including before any special service)

- Brush Jackdaw twigs from main entrance, bat droppings from carpet, pews & altar, dust as necessary. The church is cleaned by the cleaner on the days before normally scheduled services, but NOT for special services. There will therefore be a little more cleaning needed – particularly to move bat droppings – before the special services.
- Switch on overhead lighting and necessary heating (at vestry switchboard)
- Replace any candles that are too burned down, and light candles using stepladder and gas lighter.

Replacing the candles can take time, so if all the candles are to be lit, an earlier start or a trip to check on candles before the day of the service is recommended.

For normal services, the candles to be lit are the pulpit and the ones at either side of the chancel steps (the congregation side of the choir stalls), plus the high triangle candelabra by the altar rail on darker evenings. If it is not a communion service, the altar candles should be put on the ledge behind the altar, and lit there. If it is a communion service, the sacristan will be responsible for setting the altar. On Feast days, all candles should be lit. For Christmas and Easter, all candles should be replaced in any event.

In choosing which candles to replace and to light, the request is to use your discretion, balancing the cost of candles to the church against the need for the church not to look niggardly. Please also bear in mind that leaving candles to burn too low makes it much harder to replace them, as the wax pools and needs to be cleaned out to a greater extent. Candle stubs can be left in the vestry in a bag or box, and larger ones can always be reused if appropriate.

- Put Minister's microphone on vestry desk. (It should be in the drawer in the vestry desk). Please check that the microphone is switched on at the plug (behind the pulpit).
- Fit black handrail at main door
- Wooden collection plate from vestry to entrance table

The **Sacristan** (*Sarah Turvill*) is responsible for Communion services for all aspects of setting the altar.

The **Duty sidesman** will normally be responsible for:

- *putting out hymn books,*
- *hymn numbers,*
- *opening the Lectern Bible at date,*
- *put out red hymnbook, green prayer book and Order of Service book in Minister's Pew (south side)*

If no sidesman, this will normally be done by the Reader (but the Friend could help if there is a problem).

The Duty sidesman will also normally be responsible for putting everything away after the service. If no sidesman, this will be done by the Reader. The rota for the Readers is normally available in the vestry.

Between Services

- Generally check everything is in good order, notifying Belinda of any issues that you notice or repairs that you think are needed (e.g. bulb failure, roof leaks)
- Please check stocks of candles, bottled water, tissues, 9 volt and D cell batteries and if you think anything needs to be ordered, please let Belinda know
- Please check that the First Aid kit is intact, and that the gas lighters for candles are working.
- Replace dead candles/remove candle wax spills from candle holders
- Check that Altar frontal is the colour indicated in red LECTONARY booklet (kept on Vestry desk). Frontals are stored in special cabinet at west end of vestry.

The Rota Organiser

- Pin up monthly service lists on the notice board by the gate (laminated) and in the church (lobby and in the vestry).
- Make sure details of special services are passed on to the relevant person on the rota.

The Rota Organiser is Belinda Walters, who can be contacted on 01983 740535 or 07802 203376 or emailed at belinda@brookhouseiow.co.uk